



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All State and Local Agencies
Fire Fighting and Prevention Records**

**Schedule Number:
GS-1024 Rev. 1**

- Authority:** Pursuant to ARS 41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS 39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS 41-151.09).
- Disposition:** This schedule is used in conjunction with the Certificate of Records Destruction. All records disposed under this schedule must be reported on the Certificate of Records Destruction, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the Certificate of Records Destruction when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule GS 1024, dated December 29, 2015.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

RECORDS MANAGEMENT CENTER

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: records@azlibrary.gov

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10352	Accreditation / Certification / Licensing / Regulator Records Including, but not limited to, exhibits, manuals, and self-assessment records.	3 Years	After expired.		12/29/2015
10353	Administrative Directive Records	6 Years	After calendar year created or received.		12/29/2015
10354	Annual Response Report Records	2 Years	After created.		12/29/2015
10355	Building Plan Check Records	3 Years	After construction approved.		12/29/2015
10356	Certificate of Necessity (CON) Records - Approved	10 Years	After superseded or obsolete.		12/29/2015
10357	Certificate of Necessity (CON) Records - Denied	10 Years	After denied.		12/29/2015
10358	Drug Box Check Sheets / Inventory Records	1 Year	After created.		12/29/2015
10359	Emergency Medical Services (EMS) Records - Adults	6 Years	After date of last contact.		12/29/2015

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10360	Emergency Medical Services (EMS) Records - Minors	24 Years	After date of birth.		12/29/2015
10361	EMS Billing Records	6 Years	After created or received.		12/29/2015
10362	Fire Alarm System Records	3 Years	After created.		12/29/2015
10363	Fire Investigation Report Records - Arson	25 Years	After final adjudication reached.		12/29/2015
10364	Fire Investigation Report Records - All Others	5 Years	After final adjudication reached.		12/29/2015
10365	Fire Prevention / Notices of Violation / Citation Records	3 Years	After created.		12/29/2015
10366	Fuel Management Records - Home Assessment Records Wildfire risk susceptibility assessments including recommendations for reducing wildfire risk, provided to homeowners.	3 Years	After created or received or after superseded, whichever is later.		12/29/2015
10367	Fuel Management Records - Hazardous Vegetation and Trees Documentation on locations with vegetation and/or tree hazards including correspondence, location and state of migration.	1 Year	After created or received.		12/29/2015

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10368	Fuel Management Records - Partnership Records Includes documentation on partnerships with other government entities, non-profits and businesses.	2 Years	After created or received.		12/29/2015
10369	Fuel Management Records - Prescribed Fire / Burn Plan Records	3 Years	After plan superseded or obsolete.		12/29/2015
10370	Fuel Management Records - Property / Treatment Records Documentation on vegetation treatments on both private and public properties, including cutting trees and cleaning up debris.		After administrative value has been served.		12/29/2015
10371	Hazardous Material Records Includes disposal, incident, inventory, Tier Two. Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	3 Years	After created, received or material disposed of.	40 CFR 372.10.	12/29/2015
10372	Hydrant Records - Location Records	2 Years	After hydrant or line replaced.		12/29/2015
10373	Hydrant Records - All Others	3 Years	After created or received.		12/29/2015
10374	Incident Alarm Summaries	5 Years	After created.		12/29/2015

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10375	Incident Reports	6 Years	After created.		12/29/2015
10376	Inspection Summary Reports	3 Years	After created.		12/29/2015
10377	Juvenile Fire Setter Records	18 Years	After date of birth of juvenile.		12/29/2015
10378	National Fire Incident Reports (NFIR) Records	3 Years	After created.		12/29/2015
10379	Occupancy Inspection Records Fire code Inspection Records.		After building abandoned or demolished.		12/29/2015
10380	Permit Records - Burn permits	5 Years	After calendar year issued.		12/29/2015
10381	Permit Records - LPG and other Tank Installation Records	3 Years	After issued.		12/29/2015

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10382	Permit Records - All Others	1 Year	After expired.		12/29/2015
10383	Program Records Including, but not limited to, car seat, CPR, and public education.	3 Years	After created.		12/29/2015
10384	Property Disposal Records Includes property donated for training exercises.	1 Year	After disposal of property.		12/29/2015
10385	Property Fire History Records	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10386	Radio Logs - Routine Traffic	1 Year	After created.		12/29/2015
10387	Recordings of Radio Transmittals and Emergencies	6 Months	After recorded.		12/29/2015

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10388	Sprinkler System Records	3 Years	After created.		12/29/2015
10389	Standpipe Records	3 Years	After created.		12/29/2015
10390	Variance Records Including structures and occupancy.	3 Years	After expired, cancelled or revoked or after building demolished, whichever comes first.		12/29/2015
10391	Volunteer Drill Records	1 Year	After created.		12/29/2015
10392	Volunteer Reports	1 Year	After created.		12/29/2015

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10393	<p>Wildfire Report Records - Historical</p> <p>If declared a "disaster" then these records would qualify as historical records. Including but not limited to firefighter accounts/reports homeowner/landowner notifications implementation records and property/treatment plans. Historical records have enduring and significant value to the public body and meet the requirements found in the Guidance on Permanent and Historical Records at the following link https://azlibrary.gov/arm/guidance-standards-and-statutes.</p>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		12/29/2015
10394	<p>Wildfire Report Records - Non Historical</p> <p>Including, but not limited to, firefighter accounts/reports, homeowner/landowner notifications, implementation records, and property/treatment plans.</p>	3 Years	After calendar year created or received.		12/29/2015